Additional review, approvals, and contract terms may apply to these purchases regardless of dollar amount or purchaser

- No click-thru! — These are considered contracts as well
- Hosted vs On Premise

Keep in mind

- Do we already have something for this?
- Data types — Unrestricted, restricted, highly restricted
- Service level agreements
- Implementation Timeframe and Scheduling
Software/Applications/Databases

☐ Software Selection Process (non-RFP)
  ▪ Team finds software/application wanted
    ▪ Generic Demo (if interested)
    ▪ Price quote (remember to report if you negotiate!)
  ▪ Determine data stored in product and submit a data usage form (DUF) to the Information Security Office (ISO)
  ▪ ISO reviews and provides Data Security contract language and gains Data Steward approvals
  ▪ Submit requisition or contract to Purchasing (remember requisition should reflect full term of contract if more than one year)
- Software can take longer to purchase – *plan ahead*

- It can help to ask the vendor these questions:
  - Can you provide the terms and conditions (contract)?
  - Is the product ADA Compliant? If not, can you provide a VPAT?
  - Is there savings in a longer term? Is there savings in a multi-seat license?
  - Is the product available through any third party or consortium contract?
Software/Applications/Databases

- Data security guidelines:
  - General Policy
    https://policy.illinoisstate.edu/technology/
  - Data types

- Contact Kevin Hand for additional information
  - klhand
  - 8.1602
  - Julian 153